

Dr. Barbara Bolin, Director

MEMORANDUM

DATE: December 13, 2001

TO: Michigan Works! Agency Directors

FROM: Barbara J. Tornholm, Director
Adult Education and Spanish Speaking Affairs

SUBJECT: Partnership for Adult Learning (PAL) Policy Issuance 05-01

Fiscal Year 2001-02 Allocations

The Michigan Department of Career Development is authorized to begin releasing state funding for the Partnership for Adult Learning program for the fiscal year October 1, 2001 through September 30, 2002. The spending authority for these funds is from October 1, 2001 through December 31, 2002.

Grant action notices are based upon the previous year allocation formula and the appropriation of \$19.8 million. Attached is a list of MWAs and their Fiscal Year 2001-02 allocations. The current year grant action notices will be held for any MWA with reports due to MDCCD until such reports have been submitted.

PAL Plans and Fact Sheets

Existing PAL plans and fact sheets will remain in effect. However, all MWAs are required to provide, within 30 days of the date of the signed GAN, either a written confirmation that all existing financial and program information in the plans and fact sheets remain in effect for FY 2001-02, or submit relevant modifications incorporating changes for FY 2001-02.

Disbursement of Funds

Payments in the amount of 1/15th of the total allocation amount will automatically be disbursed by the State School Aid Office on the 20th of each month for October, 2001-July, 2002. In August, 2002, the remaining allocation balance will be paid out in a final lump sum.

The first payment will include all previous months' payments due from October 2001 through the current month.

NOTE: Payments will not be initiated through the State School Aid Office for any individual Michigan Works! Agency until full expenditure of previous fiscal year (October 1, 2000 - September 30, 2001) funds has been reported.

Payments may be withheld by MDCCD for failure to meet administrative requirements.

Additional Reporting Requirements

Monthly Expenditure Status Report: MWAs are required to submit a monthly expenditure status report, which replaces the quarterly report. This report reflects cumulative totals and is due on the 20th of each month (October, 2001-December, 2002) for both Fiscal Year 2000-01 and Fiscal Year 2001-02 funds.

Final Closeout Report: MWAs are required to submit a final closeout report upon full expenditure of each fiscal year's allocation funds. For Fiscal Year 2000-01 funds, this report is due upon expenditure of all FY 2000-01 funds, but no later than November 15, 2002. For Fiscal Year 2001-02 funds, this report is due upon expenditure of all FY 2001-02 funds, but no later than February 15, 2003.

Adult Education Annual Performance Report: MWAs and PAL program providers must submit the required program information (statistical reporting tables, year end narrative and financial report) on a yearly basis to meet Michigan Department of Career Development and U.S. Department of Education requirements.

Reallocation of Funds

A reallocation of funds among MWAs is scheduled to occur in May, 2002. The Department will accept requests for additional funds and requests for voluntary de-obligation of funds no later than May 17, 2002. The attached form must be completed and returned, along with any required attachments by this date.

If you have any questions or concerns, please feel free to contact Sandy Thelen at 517-373-3395 or at thelensj@michigan.gov.

Attachments